

POLICY NUMBER: 4.80.502

EFFECTIVE DATE: 6/14/02

TITLE: Usage of the Internet

SUPERSEDES: 11/30/98

APPROVED:

**PURPOSE:**

This policy establishes guidelines for authorized use of the State Investment Board (SIB) computer systems to communicate outside the agency via the Internet, and defines limitations on such usage.

**POLICY:**

SIB computer resources and the connection to the Internet shall be used only for the purposes specifically authorized herein, which include:

- Exchange of electronic mail (e-mail) with other state agencies, outside business partners, and other organizations and individuals when such exchange facilitates the conduct of official agency business, subject to SIB Policy 4.80.501 and the conditions and limitations defined in this policy.
- Accessing information available on the Internet, and transferring (downloading) information from an Internet resource to the user's personal computer, when such access and transfer is related to the conduct of agency business, subject to the general limitations defined below.
- De minimis personal use for the exchange of e-mail and web site access, for purposes such as checking on dependents' school schedules, early dismissals, or similar matters; coordinating schedules with family members to accommodate job requirements; using the state employee benefit websites, such as the Health Care Authority and the Department of Retirement Systems; and, other similar permitted uses. All such use is subject to the general limitations and additional limitations on personal use as defined in this policy.

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**A. Access to Internet**

Connection to the Internet shall be established using only the normal procedure as described in the Local Access Network (LAN) User Guide. Staff shall not make connection by directly calling an Internet service provider through a modem or by any other method which bypasses the authorized, established route through the SIB local area network.

**B. General Limitations**

The following limitations apply to use of any state property, which includes computer equipment, software, Internet access and e-mail capabilities, as well as other property. State property may not be used in any way:

- For the purpose of conducting an outside business, whether or not for profit;
- For the purpose of assisting the campaign of any candidate for election to any office, or to oppose or promote a ballot proposition;
- For commercial purposes such as advertising or selling; or,
- For illegal activities or activities which are incompatible with a professional workplace, such as, but not limited to, accessing adult-oriented websites, gambling on the Internet, or other inappropriate use.

**C. Additional Limitations on Personal Use**

Employees may use Internet access or e-mail for personal purposes only when:

- There is no cost to the state;
- The use is the most effective use of time or resources, as compared to accomplishing the same purpose by telephone, fax or other means;
- There is no interference with the performance of official duties;
- The use is brief in duration and infrequent;
- The use does not disrupt other state employees and does not obligate them to make a personal use of state resources; and,
- The use does not compromise the security or integrity of agency computer systems, information, or software.

Additionally, the SIB disallows removal of state resources, which includes agency computers loaned for personal use. Moreover, the SIB does not accept the rationale of permitting reimbursement for actual cost for personal use of state resources.

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**D. Monitoring Internet Usage**

The systems and office services manager monitors the use of the Internet to ensure that use meets the intent of this policy. Software is installed which records all usage and reports detailing Internet sites visited by each employee are reviewed monthly. Questionable use shall be researched by the systems and office services manager by discussing with the employee. If determined to be non-business related, or inappropriate, the matter shall be referred to the supervisor and the appropriate division executive for necessary action. If an employee inadvertently accesses an unauthorized Internet site, the employee should promptly report the circumstances to the systems and office services manager.

**E. Program Downloads**

Staff other than authorized Systems staff shall not copy (download) computer programs, or files which contain computer programs (software) of any kind from the Internet. This includes software updates and corrections or "patches" which are sometimes available from the suppliers of the licensed software used by the SIB. Such computer programs available on the Internet present substantial risk of the introduction of a computer "virus" and other hazards, and might be incompatible with the SIB operating environment, or might create a licensing obligation or conflict with existing software licenses.

Staff who wish to download software of any kind shall submit a request to the Systems unit, giving sufficient information including the Internet address of the source and identity of the desired program. Systems staff will evaluate the circumstances presented by the requested software considering the source, possible licensing implications, and potential risk. If the program is deemed safe and appropriate for the SIB's use, Systems staff will download it, scan for viruses, perform an operability test, and transform the program to a usable state before forwarding it to the requester.

If in doubt about whether a resource available on the Internet is or might be a computer program, staff shall not download the resource but rather shall contact the Systems unit for advice before proceeding.

The foregoing applies only to software which is independently usable apart from the Internet access interface or services. It is not intended to restrict usage of features which download an extension to the Internet access interface for the purpose of operating the Internet connection or display.

**F. Purchases of Internet Resources**

Some resources are available on the Internet for a charge, which may be one-time or usage based. The presence of a charge will be apparent, because the Internet site will require a credit card number or billable phone number before proceeding, or will instruct the user to call a specified phone number to make payment arrangements. Accessing such for-charge resources requires prior approval by persons authorized to commit expenditure of funds, in accordance with SIB

Policy 4.30.200, as for any other purchase. Unauthorized purchases made by an employee will be charged to the employee, who may be also subject to disciplinary action.

**G. E-Mail Restrictions**

The e-mail capability shall not be used to bypass or circumvent the requirement for prior review of outgoing communications as defined in SIB Policy 4.50.100 and/or other applicable agency policies/directives relating to the coordination, review, and transmittal of external communications, correspondence documents, reports, etc. Prior review by the executive director is required for all communications to Board/Committee members, including all e-mail regardless of its nature or content.

As a general guide, messages which might otherwise be communicated informally by a telephone call may be sent by e-mail instead; i.e., discussions between SIB staff and outside entities of a general communication and coordination nature providing the message does not meet the definition of external communications requiring prior review.

Communications which would normally require a letter, or which otherwise requires prior review, may be sent by e-mail if appropriate in the circumstances, after prior review and approval is obtained in accordance with SIB Policy 4.50.100 and/or other applicable agency directives. Note that many such communications should appear on letterhead stationery and bear an original hand signature and, therefore, cannot be sent by e-mail.

Staff shall not represent or imply to outside entities that e-mail originated by the SIB is binding on the SIB or carries the same standing as a letter or other document signed by an official of the SIB.

**PROCEDURE:**

**Program Downloads**

- |                    |    |  |
|--------------------|----|--|
| Staff Member:      | 1. | Provides Internet address of the resource and identity of the program to be downloaded to the LAN Administrator via e-mail.  |
| LAN Administrator: | 2. | Accesses resource requested. Evaluates for possible risk, compatibility with the SIB operating environment. If any potential problem is apparent, calls to attention of the systems and office services manager. |
|                    | 3. | If appropriate, downloads the requested program to the LAN environment.  |

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4. Runs virus detection software.
5. Reviews program for functionality and operability.
6. Reviews circumstances with the systems and office services manager.
- Systems and Office Services Manager: 7. With the LAN administrator, evaluates advisability of installing program and approves or disapproves. If disapproved, advises requester.
- LAN Administrator: 8. If approved, takes steps necessary to make program usable by staff and installs it. Informs requester.

**Email Requiring Review**

- Staff Member/Originator:
1. Composes message as a Microsoft Word document, not directly in e-mail.
  2. Attaches Word document to an e-mail message requesting review, and sends to reviewer.
- Reviewer:
3. Reviews message in the Word document and makes changes as needed.
  4. Attaches reviewed message to an e-mail and sends to originator.
- Staff Member/Originator:
5. Cuts or copies the text of the approved message (Windows function: select text, then click **Edit**, then **Cut** or **Copy**).
  6. Prepares e-mail to the intended recipient(s), adding a "cc" copy to the reviewer.
  7. Pastes the message text into the e-mail. (Windows function: position cursor, then click **Edit**, then **Paste**.)

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Revised 8/28/98  
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